



The Town of Glastonbury is accepting applications for the following position:

Vehicle and Equipment Mechanic – Full Time

Hours: 40 per week

Starting Salary: \$27.40 per hour

Closing date: 4:00 p.m. on November 21, 2018

Under broad supervision of the Vehicle and Equipment Maintenance Supervisor, the Vehicle and Equipment Mechanic is responsible for the repair and maintenance of Town vehicles and equipment. Duties include, but are not limited to, repairing vehicle components, tuning engines, making road calls on immobilized vehicles, performing major repairs and safety inspections, making maintenance decisions, and completing maintenance work.

A high school diploma or equivalent, plus four (4) years of experience in mechanical or vehicle service and repair is required. An equivalent combination of education and qualifying experience substituting on a year-for-year basis will also be considered. Candidate must possess a valid Class B commercial driver's license with airbrakes endorsement or greater, or obtain one within six months of appointment. License must not be restricted to vehicles having an automatic transmission.

An employment application can be acquired by visiting the Town's website at www.glastonbury-ct.gov/employment, in person at the Customer Service Center or Human Resources Department, or by calling (860) 652-7710. Please send completed applications to the Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT, 06033, email to customerservicecenter@glastonbury-ct.gov, or fax to (860) 652-7505.

The Town of Glastonbury is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date posted: 11/7/2018

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Vehicle and Equipment Mechanic
DEPARTMENT: Vehicle Maintenance
REPORTS TO: Vehicle and Equipment Maintenance Supervisor

GENERAL DESCRIPTION:

Under broad supervision of the Vehicle and Equipment Maintenance Supervisor, incumbent performs vehicle and equipment repair and maintenance.

ESSENTIAL DUTIES:

1. Repairs brakes, clutches, exhausts, electrical wiring, and related components, as assigned. Tunes engines.
2. Performs major repairs to automobiles, buses, trucks, and small and heavy equipment.
3. Performs safety inspections and routine and preventive maintenance.
4. Performs work involving safe and effective maintenance and standard repair of vehicles, construction equipment, fire apparatus and electrical wiring, and related components.
5. Responsible for making standard vehicle and equipment maintenance decisions in accordance with established procedures.
6. Makes road calls on immobile vehicles and equipment and makes emergency repairs.
7. Performs arc and acetylene welding, as necessary. Installs specialized components to and fits out new vehicles.
8. Performs work in a safe manner and observes all safety procedures.
9. Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use.

OTHER DUTIES:

1. Fills out job or shift report forms, as assigned.
2. Performs work of lower classifications, as assigned.
3. Performs other duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Observes state traffic laws
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work

QUALIFICATIONS PROFILE:

- Knowledge of the tools, equipment, and methods of vehicle and equipment maintenance and standard repair.
- Knowledge of the work standards and safety procedures in vehicle and equipment maintenance and standard repair
- Skilled in the use of mechanics' tools
- Ability to perform vehicle and equipment maintenance and repair safely, effectively and efficiently
- Ability to follow oral and written instructions and to learn Town procedures
- Ability to establish and maintain effective working relationships with co-workers
- Ability to fill out forms and charts
- Employee will be subject to random Drug and Alcohol testing in accordance with Federal Highway Administration Regulations
- Knowledge of state traffic laws

PHYSICAL/MENTAL REQUIREMENTS:

- Must be mobile, able to push/pull/lift objects up to 100 pounds; stand for prolonged periods, and be able to perform simple motor skills such as standing or walking
- Must be able to remain in uncomfortable positions for prolonged periods such as reaching or bending over equipment
- Able to perform moderately difficult manipulative skills, such as welding and effective use of hand tools
- Able to perform tasks which require hand-eye coordination and hand-arm steadiness, such as shifting gears on vehicle, and running power and hand tools
- Must be able to see objects far away as in driving during day or night time hours, able to see objects closely as in reading a shift report; able to discriminate colors in electrical wires or warning lights. Able to hear normal sounds with some noise; distinguish voice patterns and communicate through human speech, as in answering the phone
- Able to concentrate on moderate detail with some interruption; able to attend to task/function for more than 60 minutes at a time and remember task/assignment for full shift; able to understand and relate to specific ideas generally one at a time
- May be exposed to high temperatures; seasonal outdoor weather; grease, oil and dust; loud or unpleasant noises, electrical hazards, bodily injuries and other hazardous materials such as chemicals

MINIMUM TRAINING AND EXPERIENCE:

- High school diploma or equivalent plus four (4) years of experience in mechanical or vehicle service and repair, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis
- This position requires the employee to provide and use their own hand tools necessary to complete the essential job functions.

LICENSE OR CERTIFICATION:

- Must have a valid commercial driver's license, Class B with air brake and passenger endorsement or greater, or must obtain within six months of appointment. License must not be restricted to vehicles having automatic transmission.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.